

Spec. Code: 3617  
Occ. Area: 02  
Work Area: 212  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 08/26/99

## **TELEVISION MASTER CONTROL ROOM SUPERVISOR**

### Function of Job

Under general supervision from a designated supervisor, to be responsible for the operation and supervision of the television master control room including staff training and scheduling.

### Characteristic Duties and Responsibilities

1. recruits, trains, schedules, and supervises all television master control room operations
2. develops and monitors policies and procedures to insure efficient and continual operation of the television master control room
3. monitors discrepancy reports, and recommends and/or initiates corrective actions
4. operates video and audio switching/routing equipment to deliver programs, station breaks, and announcements according to the pre-established program log
5. assists in the preparation of daily program logs
6. coordinates programming discrepancies and/or changes with supervisor
7. performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Associate's degree or two years of vocational training in television production or a related field such as radio or television broadcasting, broadcast engineering, electronics or computer sciences

and

2. three years of television master control room experience, which includes experience with computerized program logs

or

3. any combination of the above education and experience which totals 4 1/2 years

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. computer literacy
2. knowledge of FCC rules and regulations regarding television master control room operations